Stack Guide template instructions updated 9-16-15

These instructions are for the stack guides made in Microsoft publisher on 9-16-15 for both classed collections and collections shelved by title. The templates are created with one page per file, but the pages can be duplicated to make printing easier. To duplicate the pages, right click on the individual page on the left hand side and select “Insert Duplicate Page” from the drop down menu.

Classed Stack Guides

The following is an image of one stack guide on the classed template.

There are four pieces of information to fill in on the stack guide, located in four separate text boxes. The default format for the text boxes is Tahoma in Bold. The font size varies by box, but the box sizes and font sizes should only be altered if information does not fit.

The four pieces of information are:

- In the upper left hand box fill in the collection name in capitol letters.
- In the upper right box fill in the range number.
- In the upper center box, fill in the first call number for that side of the range.
- In the lower center box, fill in the last call number for that side of the range.

You will most likely need one to two stack guide per range depending on the layout of your collection.

Once you have finished printing a batch of stack guides, use a paper cutter to cut along the black border on the outside of the stack guide. Please cut on the line as best as
possible to make sure the stack guide will fit into the bracket on the end of the range. If you require tape to help keep the stack guide in place, please affix the tape to the back of the stack guide in a loop, rather than on a visible surface.

Stack Guides for collections shelved by title.

The following is an image of one stack guide on the shelved by title template.

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There are four pieces of information to fill in on the stack guide, located in four separate text boxes. The default format for the text boxes is Tahoma in Bold. The font size varies by box, but the box sizes and font sizes should only be altered if information does not fit. Please remember that you do not need to include the entire title on the range guide, the beginning of the title is usually sufficient to allow patrons to find material.

The four pieces of information are:

- In the upper left hand box fill in the collection name in capital letters.
- In the upper right box fill in the range number.
- In the upper center box, fill in the beginning of the first title on that side of the range.
- In the lower center box, fill in beginning of the last title on that side of the range.

You will most likely need one to two stack guide per range depending on the layout of your collection.
Once you have finished printing a batch of stack guides, use a paper cutter to cut along the black border on the outside of the stack guide. Please cut on the line as best as possible to make sure the stack guide will fit into the bracket on the end of the range. If you require tape to help keep the stack guide in place, please affix the tape to the back of the stack guide in a loop, rather than on a visible surface.